

Mr. Helms

Training 6

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This is the first time Secretary Nutter has been invited to address the Midcareer Executive Development Course. His office asked for a letter as follow-up to the phone call from [redacted] when it was agreed Nutter would talk to the group.

SIGNED R. L. Bannerman

R. L. Bannerman

27 AUG 1970

EO DD/S:WEB:es (27 Aug 70)

Distribution:

Orig - Adse w/orig & 5 cys of att (DD/S 70-3593)

1 - DD/S <sup>subject</sup> w/cy of att

1 - DD/S Chrono

DD/S 70-3593: Proposed ltr for DCI's signature to G. Warren Nutter, subj as above

31 AUG 1970

The Honorable G. Warren Nutter  
Assistant Secretary of Defense  
for International Security Affairs  
Department of Defense  
Washington, D. C. 22301

Dear Warren:

I want to confirm an invitation, which has been informally extended to you by the Office of Training, to address members of the Midcareer Executive Development Course. Your address is scheduled for Tuesday, 22 September 1970, from 2:45 to 4:00 p.m. and is to be given in the USB Conference Room, CIA Headquarters.

When you meet with the Midcareerists they will be in the fourth week of the course, having completed the internal, or Agency phase of the program, and will be concerned with activities, developments, and problems of the departments and agencies in Government whose functions are directly related to our national security. A presentation on your responsibilities is of major significance to this phase of the course. In addition to formal remarks, I suggest you allow some time for a question-and-answer session.

I am enclosing a brief summary of the Midcareer Course and a profile of the class. The Course Chairman, Mr. [REDACTED], plans to call your office next week to discuss administrative arrangements for your visit. He can be reached on Code [REDACTED] if you wish to talk with him before that time.

Sincerely,

*/s/*  
Richard Helms  
Director

Enclosure

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**Midcareer Executive Development Course**

**Twenty-fifth Class:  
31 August - 9 October**

**The Midcareer Executive Development Course was established in the fall of 1963 by John McCone, then Director of Central Intelligence, to provide promising officers the opportunity to widen their understanding of management practices in CIA and the Intelligence Community and of the Government's role in current international and domestic affairs.**

**The course is six weeks long and is held four times a year. The class you will address is the twenty-fifth such group and has 34 Midcareerists in it who represent all major components of CIA. They average 13 years of Agency service, about 70% having had overseas experience -- many for extended periods. About two thirds are in Grades GS-13; one-third are GS-14s and there is one GS-15 in the group. The average age is 41.**

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Assistant Secretary of Defense for  
International Security Affairs  
Department of Defense  
Washington, D. C.

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Sincerely,

Richard Helms  
Director

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